NCIC 2000
CONVICTED SEXUAL OFFENDER REGISTRY FILE

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NCIC 2000
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SECTION 1--INTRODUCTION

1.1   MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EXS	SEXUAL OFFENDER OR SEXUALLY VIOLENT PREDATOR
Modify	MXS	
Cancel	XXS	
Inquiry	QXS	
	QW	
	QWB	
	QWI	
	ZW	
	QV	
	ZV	
Clear	CXS	CANCELED SEXUAL OFFENDER or CANCELED SEXUALLY VIOLENT PREDATOR
Expired	IXS	EXPIRED SEXUAL OFFENDER
Enter supplemental record	EXSN	
Cancel supplemental record	XXSN	

The message key is translated as SEXUALLY VIOLENT PREDATOR if the Sexual Predator Indicator (SXP) Field is set to Y.

A caution indicator (C) may be entered as part of the message key code (EXSC) in which case the MKE is translated as SEXUAL OFFENDER - CAUTION or SEXUALLY VIOLENT PREDATOR - CAUTION.

1.2   MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and

spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, *NCIC 2000 Code Manual*, provides coding instructions.

AOV	Age of Victim	May be up to 99 years of age.
CMC	Caution and Medical Conditions	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
CON	Date of Conviction	Must be a valid Gregorian date (YYYY MMDD).
COU	County	Free text (alphabetic).
CRR	Conviction Resulting in Conviction	Must be listed in Offense Codes, *NCIC 2000 Code Manual*.
CTY	City Name	Free text (alphabetic).
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DNA	DNA Available	Must be either Y or N. N is the default value. If Y is entered, then the MIS Field must contain information regarding obtaining DNA data.
DOB	Date of Birth	Must be a valid Gregorian date, (YYYYMMDD) and cannot be later than the current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
ENS	Expanded Name Search	Must be Y or N.
ERD	Ending Registration Date	Must be either NONEXP or a valid Gregorian date greater than current date.
EYE	Eye Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual.*
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by

an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, or C; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, *NCIC 2000 Code Manual*.

FPC	Fingerprint Classification	Must be listed in Personal Descriptors, *NCIC 2000 Code Manual.* If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, *NCIC 2000 Code Manual.*
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC 2000 to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC 2000-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
LIC	License Plate Number	Must not be the characters UNK, UNKN, or UNKNOWN. If VMA code is AERO, LIS is US, and LIT is PP or NP, then N must be the first character in the LIC Field. If the license plate number exceeds ten characters, only the last ten characters should be entered in the LIC. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, *NCIC 2000 Code Manual*.
LIT	License Plate	Must be a valid NCIC 2000-assigned code as listed in

	Type	the Vehicular Data Codes, *NCIC 2000 Code Manual*.
LIY	License Plate Year of Expiration	Must represent the highest year in which the license plate is valid (YYYY). The value can be current year, current year minus one, or later than current year; or the alphabetics NX to represent a non-expiring registration.
MIS	Miscellaneous	The letters SVIN must be entered in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. MIS Field cannot be blank if DNA Field is Y.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be listed in Personal Descriptors, *NCIC 2000 Code Manual*. The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU Field cannot be the only numeric identifier in the record.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, *NCIC 2000 Code Manual*, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (X in this file) followed by nine numeric characters assigned automatically by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator=s License Number	One zero only or run of zeros only indicating that a license is unknown may not be used. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
OLS	Operator=s License State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, *NCIC 2000 Code Manual*.

OLY	Operator=s License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring license. More information in Personal Descriptors, *NCIC 2000 Code Manual*.\
OPR	Entering Operator Name	Free Text
ORD	Offender Registration Date	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
PLC	Place of Crime	Must be a valid NCIC 2000 assigned-code as listed in State and Country Codes, *NCIC 2000 Code Manual*.
POB	Place of Birth	Must be a valid NCIC 2000-assigned code as listed in the State and Country Codes, *NCIC 2000 Code Manual*. Also more information in Personal Descriptors, *NCIC 2000 Code Manual.*
RAC	Race	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual.*
SKN	Skin Tone	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual.*
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC* 2000 *Code Manual*.
SNA	Street Name	Free text (alphanumeric and special characters). The only special characters allowed are hyphen, forward slash, and ampersand.
SNU	Street Number	Free text (alphanumeric and special characters). The only special characters allowed are hyphen and forward slash.
SOC	Social Security	Must not be less than 001010001 or have a value

	Number	of 8 or 9 in the first position or have a value of 0 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
SOS	Sexual Offender Status	Must be Y or N.
SOV	Sex of Victim	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
STA	State Name	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, *NCIC 2000 Code Manual*.
SXP	Sexual Predator Indicator	Must be either Y or N. Defaults to N. If SXP is Y, then ERD must be NONEXP, and the CMC Field must contain a valid code.
TNO	Telephone Number	Must be three numerics, a space, followed by three numerics, followed by a hyphen, followed by four numeric characters.
VCO	Vehicle Color	Must be listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state- assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	For NCIC 2000 messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less that four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blank. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.

		If the VMO is other than TL, the VMA code must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
		If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC ATV, SNOW, CYL, or one of the approved VMA codes for snow-mobiles or motorcycles as listed in the *NCIC 2000 Code Manual*, Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the *NCIC 2000 Code Manual*, Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, *NCIC 2000 Code Manual*.
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY TRA, TRW or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden	If the first four characters of the VMA are FARM,

	equipment)	the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid manufacturer=s codes as listed in Vehicular Data Codes, *NCIC 2000 Code Manual,* the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If the VMA is ATV or SPEC, then the VST must be OP, EB, EN, or MV, and the MIS Field must contain a nonblank character.
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
ZIP	Zip Code	Must be either five or ten numerics with five numerics followed by a hyphen and another four numerics.

1.3   IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

SECTION 2--ENTRY

2.1   EXAMPLE OF A SEXUAL OFFENDER RECORD ENTRY

1N01HEADER.EXSC.MD1012600.SMITH, JOHN J.M.W.TX.19521012.19980521.
NONEXP.Y.510.175.BRO.BRO.123456A.DRK.SC R HND.121011CO141159TTCI13.
AS-123456789.123456789.98765432.MD.1999.1101.19910120.12345789.
DNA INFORMATION AVAILABLE BY CONTACTING SILVER CITY PD, OFFICER JOHNSON.
ABC1234.MD.1998.PC.3J57K5D012345.1975.OLDS.CUT.2T.BLU.30.DC.42.F.Y.1234.
ELM STREET.SILVER TOWN.ESSEX.MD.99999.301 555-1212.OPR/INV JONES

2.2   MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
OFFENDER REGISTRATION DATE	MANDATORY	ORD	8-8	NUMERIC
ENDING REGISTRATION DATE	MANDATORY	ERD	6-6 8-8	ALPHABETIC NUMERIC
SEXUAL PREDATOR INDICATOR	MANDATORY	SXP	1-1	ALPHABETIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC

EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FBI NUMBER	MANDATORY	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR=S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR=S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
OPERATOR=S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)

LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DNA AVAILABLE	OPTIONAL	DNA	1-1	ALPHABETIC
STREET NUMBER	MANDATORY	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	MANDATORY	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	MANDATORY	CTY	1-20	ALPHABETIC
COUNTY	MANDATORY	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2- 2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
ZIP CODE	MANDATORY	ZIP	5-5 10-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
ENTERING OPERATOR NAME	MANDATORY	OPR	4-30	ALPHABETIC

2.3   MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a Convicted Sexual Offender Registry File entry into NCIC 2000: HDR, MKE, ORI, NAM, SEX, RAC, DOB, ORD, ERD, SXP, HGT, WGT, EYE, HAI, FBI, CRR, CON, OCA, SNU, SNA, CTY, STA, ZIP, and OPR.

The entry of vehicle information is optional but if entered should be entered as a set; i.e, OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or VMA with VYR and VST (VMO and VCO are optional). The entry will be rejected if one of the mandatory fields is left blank, or the transaction is not completed.

2.4   ADDITIONAL GUIDELINES FOR ENTRY

1.   The entering agency must account for all fields in the Convicted Sexual Offender Registry File record format. All available data called for in the record format must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MXS). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a Convicted Sexual Offender Registry File record are located in Section 8 of this chapter.

2.   For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.

3.   If the SXP contains a Y, then the ERD Field must contain the value NONEXP, and the CMC Field must be entered.

4.   If the MKE used in the Convicted Sexual Offender Registry File data entry is EXSC (Enter Sexual Offender - Caution), then the CMC Field must contain a valid code.

5.   For entries of nonresident offenders that work or attend school within a given state, the employer=s or school=s address and telephone number should be used in the location fields (SNU, SNA, CTY, COU, STA, ZIP, and TNO).

6.   Upon acceptance of a Convicted Sexual Offender Registry File record, NCIC 2000 will transmit information to the Integrated Automated Fingerprint Identification System (IAFIS) for flagging of the criminal history record. The FBI number is mandatory to ensure that the sex offender registry information is available through Child Protection Act background checks. IAFIS will notify the registering agency of activity on the criminal history record. If the offender=s FBI number is unknown, established procedures should be followed to determine, verify, or establish the FBI number.

2.5   MESSAGE FIELD CODE EDITS FOR ENTRY

1.   DESCRIPTORS

Entry instructions for NAM, SEX, RAC, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, and SOV can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Entry instructions for POB, PLC, and STA can be found in State and Country Codes, *NCIC 2000 Code Manual*.

2.   ENDING REGISTRATION DATE (ERD) FIELD

The ERD is the date the registration ends. If the ERD Field contains the value NONEXP, then the record is kept indefinitely.

3.   CAUTION AND MEDICAL CONDITIONS (CMC)

When a Convicted Sexual Offender Registry File record is entered with a caution indicator -C and/or the SXP flag is set to Y, the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes the process for entry of additional CMC codes as supplemental records to a Convicted Sexual Offender Registry File record. The CMC code specifically applicable to Sexual Predator records is 30, translated as: SEXUALLY VIOLENT PREDATOR - CONTACT ORI FOR DETAILED INFORMATION. The following are the allowable CMC codes and their translations:

00 = Armed and Dangerous	55 = Alcoholic
05 = Violent Tendencies	60 = Allergies
10 = Martial Arts Expert	65 = Epilepsy
15 = Explosive Expertise	70 = Suicidal
20 = Known to abuse drugs	80 = Medication Required
25 = Escape Risk	85 = Hemophiliac
30 = Sexually Violent Predator –	
Contact ORI for Detailed Information	90 = Diabetic
50 = Heart Condition	01 = Other

4.   CONVICTION RESULTING IN REGISTRATION (CRR)

The valid NCIC 2000-assigned codes appropriate for this field can be found in Uniform Offense Codes, *NCIC 2000 Code Manual*. Any offense code can be used. For example, the conviction charge may have been Aassault, @ although the crime was Asexual assault. @ The offender may still have to register per plea-bargaining, etc.

The MIS Field should be used to further describe the offense, especially when codes are for general offenses and require explanation.

5.   DATE OF CONVICTION (CON)

The CON is the date of the conviction which resulted in registration. Due to lack of disposition reporting, the date of conviction may not be available. In such cases, another date associated with conviction (e.g., that of arrest) may be used with comment in the MIS Field.

6.   DNA AVAILABILITY

The DNA Field has a default value of N meaning there are no DNA data available. When set to Y, meaning there are DNA data available, then information must be contained in the MIS Field regarding obtaining these data.

7.   ADDRESS OF SUBJECT

The following fields constitute the address of the registered subject of a Convicted Sexual Offender Registry File and are mandatory upon entry:

1.   SNU   Street Number
2.   SNA   Street Name
3.   CTY   City Name
4.   STA   State
5.   ZIP   ZIP Code

8.   MISCELLANEOUS (MIS) DATA

Aliases, vehicular data, dates of birth, Social Security numbers, and operator=s license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EXSN), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record.

Nicknames (monikers) are to be entered in the MIS Field, not in the Alias (AKA) Field of the Convicted Sexual Offender Registry File record. Information in the MIS Field is not searchable. If the DNA Field contains Y, then information must be contained in the MIS Field regarding obtaining these data.

SECTION 3--MODIFICATION

3.1   WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a Convicted Sexual Offender Registry File record. A Convicted Sexual Offender Registry File record cannot be modified if the record is in an expired/cleared status. For NCIC 2000 validation, a modification message is also used to validate a record. Upon receipt of a modification message, the NCIC 2000 System will send a notification to IAFIS. IAFIS will modify the sex offender flag in the criminal history record accordingly.

An MXS message to delete information in the MNU, DOB, SOC, SMT, or CMC Fields of the base record will cause the oldest data in the supplemental record to move up to the base record.

3.2   EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MXS.MD1012600.NIC/X000039206.OCA/1234567.PLC/MD.OPR/INV JONES

Acknowledgment:

1L01HEADER
MD1012600
MODIFY NIC/X000039206 OCA/1234567

The above modification example contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and the field being modified and the data being changed (PLC/MD).

3.3   MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY	CONDITIONAL	OCA	1-20	ALPHABETIC,

CASE NUMBER					NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30		ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD (S) FROM ENTRY TRANSACTION	OPTIONAL				
ENTERING OPERATOR NAME	MANDATORY	OPR	4 –30		ALPHABETIC

3.4   IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5   ADDITIONAL GUIDELINES FOR MODIFICATION

Section 8 of this chapter contains information on modifying an alias and/or additional identifiers previously appended to a Convicted Sexual Offender Registry File record by means of a supplemental record.

1.   MODIFICATION TO REMOVE ALL VEHICULAR DATA

If there is a need to delete vehicular data from a Convicted Sexual Offender Registry File record, a special modification message may be used to remove all vehicular data without identifying each individual field. The characters LIC-VCO/. follow the two record identifiers. LIC-VCO/. causes the NCIC 2000 System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.
LIC-VCO/.OPR/INV JONES

Acknowledgment:

1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/X000069216

The above modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

2.   MODIFICATION TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a Convicted Sexual Offender Registry File base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth in the modify message. For example:

1N01HEADER.MXS.MD1012600.NAM/SMITH,
JOHN.NIC/X000069216.LIC/.LIS/.LIY/.LIT/.OPR/ JONES

SECTION 4--CANCELLATION

4.1 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XXS.MD1012600.NIC/X000039206.OCA/1234567.20000423.OPR/INV JONES

The above cancellation example contains: header (1N01HEADER), message key (XXS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and date of cancellation (20000423).

4.2 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	DATE OF CANCELLATION
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
ENTERING OPERATOR NAME	MANDATORY	OPR	4-30	ALPHABETIC

4.3 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The cancellation date must follow the two record identifiers and be equal to the current date or the current date minus one.

SECTION 5--INQUIRY

5.1 EXAMPLE OF QXS FOR INQUIRY

1N01HEADER.QXS.MD0100010.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19620530.OPR/INV JONES

5.2 MESSAGE FIELD CODES FOR AN INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR=S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
SEXUAL OFFENDER STATUS	OPTIONAL	SOS	1-1	ALPHABETIC
ENTERING OPERATOR NAME	MANDATORY	OPR	4-30	ALPHABETIC

5.3   REQUIREMENTS FOR INQUIRY

1.   A QXS inquiry of the Convicted Sexual Offender Registry File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, and day), FBI, MNU, SOC, OLN, LIC, and/or VIN with each data element preceded by the proper MFC. Additionally, inquiries may be made using ZIP only, preceded by the proper MFC.

2.   When a QXS using name and an identifier or using ZIP is performed, the Sexual Offender Status (SOS) Field can be used to specify whether expired and inactive records should be returned. If the SOS Field contains Y or is blank, only active Convicted Sexual Offender Registry File records will be returned. If the SOS Field contains N, then active, expired, and inactive records will be returned.

3.   A direct retrieval of an active Convicted Sexual Offender Registry File record can be made using NAM and OCA only. Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA.

SECTION 6--LOCATE

There are no locate procedures for the Convicted Sexual Offender Registry File.

SECTION 7--CLEAR

7.1   EXAMPLE OF A CLEAR MESSAGE

1N01HEADER.CXS.WA1230000.NIC/X000039206.OCA/123456726.19991030.OPR/INV JONES

The preceding clear example contains: header (1N01HEADER), message key (CXS), Originating Agency Identifier (WA1230000), two record identifiers (NIC/X000039206 and OCA/123456726), and the date of clear (19991030)

7.2   MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
ENTERING OPERATION NAME	MANDATORY	OPR	4-30	ALPHABETIC

7.3   IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. Clear date (which must be the current date or less than the current date) must follow the two record identifiers.

SECTION 8--SUPPLEMENTAL RECORD

8.1   MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR=S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN[4]	2-2	CODE AS DEFINED IN *NCIC 2000 CODE*

				MANUAL
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
ENTERING OPERATOR NAME	MANDATORY	OPR	4-3-	ALPHABETIC

[1] OLN/<OLN>.<OLS>.<OLY>   [3] VIN/<VIN>.<VYR>.<VMA.<VMO>.<VST>.<VCO>
[2] LIC/<LIC>.<LIS>.<LIY>.<LIT>   [4] IMN/<IMN>.<IMT>

8.2   EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

1N01HEADER.EXSN.MD1012600.NAM/SMITH, JOHN J.OCA/5439.AKA/ROE, EDWARD. JONES,EDWARD.DOB/19650912.19630912.SMT/CAUL L EAR.TAT R ARM.OPR/INV JONES

The above supplemental record entry example contains: header (1N01HEADER), message key (EXSN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/ SMITH, JOHN J and OCA/5439) and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD and JONES, EDWARD); two dates of birth (DOB/19650912 and 19630912); and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

8.3   IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The Convicted Sexual Offender Registry File record to which a supplemental record of an alias and/or other additional identifier is to be added must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are NAM and OCA. The name used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

8.4   FIELDS IN A SUPPLEMENTAL RECORD

1.   The AKA Field and all other additional identifying data fields which may be included in a supplemental record are listed below with their field codes and the maximum number of aliases and/or additional identifiers that may be added to a Convicted Sexual Offender Registry File record.

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9

Social Security Number	SOC	9
Operator=s License Number State and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model, and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. Additional details can be found in the Image File chapter.

3. A maximum of 99 AKAs, 19 SMTs, 10 CMCs, and 9 of each of the following: DOBs, MNUs, SOCs, OLNs, LICs, and VINs may be added to a Convicted Sexual Offender Registry File record.

    For example, a record relating to JOHN HARRY SMITH might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an army serial number and a mariner=s document number), two sets of data describing operator=s licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

    Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message as shown in the next entry.

8.5   MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; or caution

and medical condition is counted as one identifier. Each set of data relating to an operator=s license, a license plate, or vehicle is likewise counted as one identifier.

8.6   ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

1.   After the Convicted Sexual Offender Registry File record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

2.   The field in the main record must contain data before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.

3.   All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

4.   When a supplemental record entry contains data on a person, a vehicle, or a license plate already contained in a person (e.g, Missing or Wanted) file, Vehicle, or License Plate File record, the agency making the supplemental record entry will be furnished with the record on file at the time the supplemental record entry message is acknowledged.

5.   Additional information for the coding of personal identifiers can be found Personal Descriptors, *NCIC 2000 Code Manual*.

8.7   MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1.   ALIAS (AKA) FIELD

1.   Field code AKA followed by a slash is used to identify an alias. An alias includes any name in which the surname is different from the surname in the NAM Field and any surname spelling variations. Name spelling variations of the first or middle name can only be shown as an AKA if the surname changes, i.e., NAM/THOMPSON, ROBERT and AKA/THOMSON, BOB.

2.   Aliases are to be listed with the last name, comma (space after the comma is optional), first name or initial, space, middle name or initial if any, space, and suffix indicating seniority if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

3.   Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the Convicted Sexual Offender Registry File record. Additional information for the coding of aliases can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

2.   OPERATOR=S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator=s license data in an entry. The three data elements making up this field are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.1976.

In the event more than one operator=s license is to be entered at the same time, each set of operator=s license data must be preceded by MFC OLN/.

3.   LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This field contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.1977.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

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4.   VEHICULAR DATA IN A SUPPLEMENTAL RECORD ENTRY (VIN)

1.   Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains the six following data elements: VIN, VYR, VMA, VMO, VST, and VCO.

2.   The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example:

VIN/lL69X6J023456.1976.CHEV.IMP.4D.BLK.
                            or
VIN/1D37Q6R001225.1976.CHEV..2D.

3.   In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

5.   ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; and caution and medical conditions follow the field codes DOB, SMT, MNU, SOC, and CMC, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS. MNU/AF-2252333.SOC/123456789.

8.8   MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

1.   No one-step procedure is available to modify an alias or other identifier in a supplemental record to a Convicted Sexual Offender Registry File record.

2.   To modify an AKA or other identifier in a supplemental record to a Convicted Sexual Offender Registry File record, the incorrect AKA or other identifier should be canceled and reentered. Cancellation procedures are set forth in Section 8 of this chapter. Once canceled, the correct alias or other identifier can be entered.

3.   An MXS message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record.

8.9   EXAMPLE OF SUPPLEMENTAL RECORD ALIASES AND OTHER IDENTIFIERS CANCELLATION

1N01HEADER.XXSN.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19630912.OPR/INV JONES

The preceding example of a cancellation of aliases and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XXSN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD) and (DOB/19651012.19630912).

8.10   IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the Convicted Sexual Offender Registry File record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC and the supplemental data to be canceled with each field preceded by the proper MFC.

8.11   MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, SOC, or CMC is counted as one identifier. Each set of OLN, LIC, or VIN is counted as one identifier.

8.12   ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator=s license or license plate data must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When vehicular data are canceled, only the vehicle identification number and make are required following VIN/ with a period to account for the intervening VYR Field. For example:

    VIN/1L69X6JO23456..CHEV

3. Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, and/or ten identifying images. The format is IMN/<IMN>.<IMT>. The IMN is the NIC of the image and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected. Additional information regarding the entry of images can be found in the Image File chapter.

4. When a Convicted Sexual Offender Registry File record is canceled, its entire supplemental record is automatically canceled.